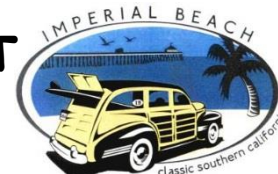


Attach BMPs to this application. A permit will not be issued without BMPs.

TEMPORARY ENCROACHMENT PERMIT APPLICATION FORM AND GUIDELINES



Any work performed or any improvement or facility placed in the City's right-of-way or easement requires the prior approval by the City of an encroachment (street) permit for the purpose of reviewing the request for compliance with the City's regulations (IBMC Title 12). The following are required to be submitted in order for the review to be performed:

1. Completed application form for an encroachment permit.
2. Legible plans (sample attached) dimensioned and drawn to scale indicating the property owner, property address, phone number, project description, contractor information and showing property lines, north orientation, structures, existing and proposed improvements (fences, walls, landscaping including a landscaping schedule, utility poles, newspaper stands, bus stops, curbs, gutters, sidewalks, and road surfacing) on the property and in the right-of-way, and street names. Most encroachment work are small scale and may be indicated on plans drawn on a 8.5" by 11" sheet provided that details are legible. For large scale encroachment work, plans will need to be prepared by a licensed civil engineer on 24" by 36" sheets.
3. A deposit will be determined by the City Engineer.

These plans will be routed for review to the Public Works, Planning, and the Building Departments, and (for large scale projects) to the City Engineer. If your permit is approved, you will be required to pay a non-refundable administrative and inspection fee and bonds (for public improvements) before the encroachment permit is issued to you. For private improvements (fences and walls), the permit/agreement will be recorded. The permit/agreement will include an indemnity clause and a provision to remove improvements upon due notice.

APPLICANT INFORMATION	Property Location:			
	Property Owner:		Related Master File/Bldg. Permit #:	
	Permit Work Desc:		Name & Phone # of applicant:	
	Mailing Address (bond to be returned to):			
	Contractor Information:			
CITY USE ONLY	Department	Date Rec'd	Decision	Comments:
	Community Development			
	Public Works			
	Planning			
	Building			
	City Engineer			
	TEP #:	Fee Due: \$	/Bond Due: \$	Total Due: \$
	Final Inspection by:		Date:	Bond returned:
CAL-AM	California American Water 1019 Cherry Avenue, Imperial Beach, CA		Robert Bacerra (619)522-6403	Rec'd Approval _____

ENCROACHMENT PERMIT SAMPLE PLAN

PLEASE PROVIDE A PLAN SIMILAR TO THIS SAMPLE.

